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CHARTER FOR
THE
INTERAGENCY FOREIGN NATIONAL PERSONNEL
POLICY COORDINATING COMMITTEE

I. PURPOSE

The purpose of the Interagency FSN Committee is to facilitate the development of sound personnel policy to meet the needs of the Foreign Affairs agencies and of Foreign Service National employees, and to achieve uniformity in the administration of the Foreign Service National personnel program among those agencies authorized to employ foreign nationals under the Foreign Service Act, except for employees under the command of a United States area military commander.

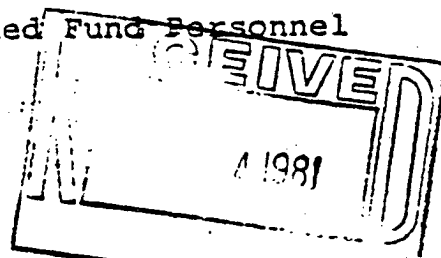
II. AUTHORITY

The establishment of the Committee is determined to be in the interest of the Foreign Affairs agencies and is hereby formed by the signatures of the senior management officials of the Foreign Affairs agencies. The signatories agree to promote and support this interagency effort and to resolve among themselves any issue that the Committee may refer to them or their designees.

III. MEMBERSHIP

A. The Committee is composed of:

1. Chairperson - Deputy Assistant Secretary for Personnel - State
2. Associate Director for Policy Development - AID
3. Chief, Foreign National Division - USICA
4. Chief, Personnel Management Division - Foreign Commercial Service
5. Chief, Foreign Service+FAS Operations, Personnel Office - Foreign Agricultural Service
6. Director of Personnel and Management - Peace Corps
7. The Executive Director of each regional bureau - State
8. Director, Overseas and Nonappropriated Fund Personnel Management Policy - DOD



- B. If a particular member is unable to attend, that member may designate an alternate.
- C. As determined by the Chairperson, representatives of other agencies may participate in meetings of the Committee.

IV. RESPONSIBILITIES

- A. The Committee will develop uniform personnel policies for the administration of the FSN personnel program.
- B. The Committee will identify particular subjects that may be suitable for development as uniform policies.
- C. The Committee will be responsible for reviewing existing unique and/or uniform policies to determine the need for revision.
- D. The Committee may assign to subordinate working groups, matters for future study and development of options and/or recommendations.
- E. Actions by the Committee which require changes in law or regulations are advisory and subject to the process of review and approval by appropriate agency officials. New policies and regulations become effective when cleared and published.
- F. The Director, Office of Foreign Service National Personnel, will serve as the Executive Secretary to the Committee.

V. DECISION-MAKING

Subject to any request for delay, policy decisions of the Committee shall be made during meetings of the Committee on all issues concerning which adequate notice had been given to the committee members prior to the meeting. Decisions, to the extent possible, will be made on a consensus basis.

In the absence of consenses, or at the request of any member, or by decision of the chairperson, any issue may be voted on. In the case of formal voting, each agency with a representative present shall have one vote.

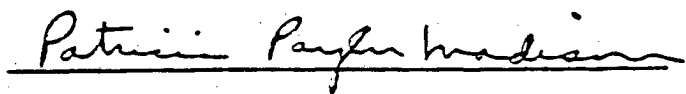
This charter for the Interagency Foreign National Personnel Policy Coordinating Committee is agreed to by the following:

For the Secretary of State



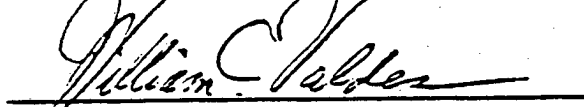
Clint A. Lauderdale
Deputy Assistant Secretary for
Personnel

For the Secretary of Agriculture



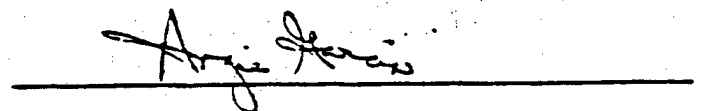
Patricia Madison
Director, Personnel Division,
Foreign Agricultural Service

For the Secretary of Defense



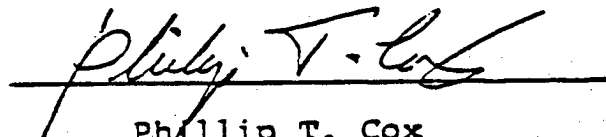
William C. Valdes
Deputy Assistant Secretary of
Defense for Civilian Personnel
Policy

For the Director, United States
International Communication Agency



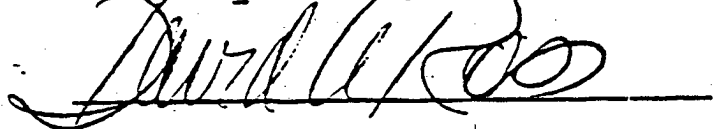
Angie Garcia
Director, Office of Personnel
Services

For the Administrator, Agency
For International Development



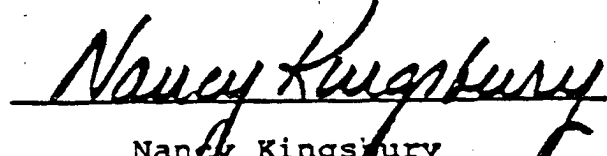
Phillip T. Cox
Director, Policy Development
and Evaluation Division

For the Secretary of Commerce



David A. Ross
Director, Personnel Management
Division, Foreign Commercial
Service

For the Director, Peace Corps



Nancy Kingsbury
Director, Office of Personnel and
Management

INTERAGENCY FOREIGN SERVICE NATIONAL
POSITION CLASSIFICATION APPEALS BOARD

October 22, 1981

PURPOSE: To review the following types of FSN appeals cases referred to the Department of State and the Headquarters of other USG Agencies by the management of U.S. Foreign Missions:

- all supervisory appeals resulting from the initial implementation of the worldwide FSN classification system;
- any position reclassification action recommended by the Mission Management during the first year following implementation of this system; and
- during the second and subsequent years following implementation of this system --
 - classification of any position which is not covered by an existing position standard,
 - any classification appeal for which general agreement can not be achieved by the Mission's classification appeals panel, and
 - classification decisions of a mission's FSN classification appeals panel which are not acceptable to the head of the affected agency at the mission.

May review other types of FSN classification matters as directed by the Interagency FSN Personnel Policy Coordinating Committee.

MEMBERSHIP: One voting member from each of the following Agencies:

Commerce
Defense
Foreign Agricultural Service
Peace Corps
State
USAID
USICA

In addition, ad hoc voting membership is accorded to any other U.S. Government agency when an appeal for an FSN of that agency is being reviewed.

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CHAIRPERSON: The chairperson will rotate every three months among the agencies listed above in the order listed starting with Commerce.

The chairperson shall schedule cases for board review, coordinate requirements for background data with PER/FSN and provide documentation on Board recommendations to the appropriate Agency with a copy to PER/FSN.

PROCEDURES: PER/FSN will provide the board chairperson with all documentation regarding each appeal. The board chairperson may for all appeals, except the supervisory appeals resulting from a survey team's initial installation of the worldwide FSN classification system, distribute the appeal documentation and attempt to achieve agreement of all the members over the telephone. If agreement is achieved by this method, the board chairperson will provide the board recommendation in writing to the appropriate Agency and PER/FSN. If agreement can not be achieved or the chairperson decides that the telephone solicitation approach is not appropriate, he/she will schedule a meeting of the board to review the appeal. In either event, it is the responsibility of the board chairperson to assure that a recommendation is made not later than fifteen days after his/her receipt of the appeal documentation.

If a meeting is required all members are encouraged to attend; however, a board meeting attended by the affected agency(s) and all agencies employing 1000 or more FSN's is qualified to render a recommendation. The board chairperson must be present at every board meeting. Any agency which elects not to attend a given board meeting is precluded from voting on any appeal cases reviewed at that meeting. Board recommendations will be made on the basis of a majority vote. The chairperson will promptly provide in writing the recommendation of the board regarding each appeal received.

**ATTENDANCE
OF OTHER
PERSONS AT
BOARD
MEETINGS:**

In addition to the chairperson and members of the board, representatives of the Executive Director's office of the appropriate State Department bureau and appropriate members of the management of other Agencies may attend each meeting.

**LOCATION OF
MEETINGS:**

The board meeting will take place in an appropriate location at the chairperson's agency.

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IMPLEMENTA-
TION OF
DECISIONS:

The Agency Headquarters will prepare and clear with PER/FSN and the other appropriate offices the official notice of the decision and transmit it to its Overseas Agency Head. PER/FSN with appropriate clearances will prepare and transmit notification of the decision to the post Administrative/Personnel Officer.

In the event a member Agency ~~can not accept the~~ recommendation of the Interagency FSN Position Classification Appeals Board, it may submit this recommendation to the official listed below and request that official's approval to overrule the Appeals Board's recommendation:

<u>Agency</u>	<u>Approving Official</u>
Commerce	Under Secretary for International Trade Administration
Defense	Assistant Secretary for Manpower
Foreign Agricultural Service	Administrator, Foreign Agricultural Service
Peace Corps	Deputy Director, Peace Corps
State	Under Secretary for Management
USAID	Deputy Administrator, USAID
USICA	Associate Director for Management

For agencies who are not members of the Appeals Board, the approving official will be the appropriate equivalent level official.

The request to over rule the Appeals Board's recommendation will contain:

- all documentation submitted to the Appeals Board,
- the written recommendation of the Appeals Board, and
- the written rationale for the request to overrule the Board's decision.

A copy of the request will be sent to all members of the Interagency FSN Position Classification Appeals

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Board at the time it is sent to the designated Agency official. The Agency official reviewing this request will submit his decision in writing with copies to all members of the Appeals Board. The Agency Headquarters will prepare and clear with PER/FSN and the other appropriate offices the official notice of the decision and transmit it to its Overseas Agency Head. PER/FSN with appropriate clearances will prepare and transmit notification of the decision to the post Administrative/Personnel Officer.

CHANGES TO
MEMBERSHIP
AND PRO-
CEDURES:

Additions to or deletions from membership on this board or changes in procedures may be made with the agreement of two-thirds of the member Agencies.

DEPARTMENT OF STATE POLICIES AND PROCEDURES FOR
APPROVING FSN POSITION CLASSIFICATION STANDARDS

(1) Delegation of Authority for Department of State
Authorizing Officer

In accordance with Sections 206 and 408 of the Foreign Service Act of 1980 and under the authority and responsibility of the Director General of the Foreign Service and Director of Personnel, an Executive Director from a regional bureau will be designated on a six month rotational basis as the Department of State Authorizing Officer for clearing on behalf of the Department all proposed new Foreign Service National (FSN) position classification standards and revisions to these standards in accordance with the Interagency Foreign Service National Classification Standards Policies and Procedures.

(2) Responsibilities of Department of State Authorizing
Officer

The Department's Authorizing Officer shall be responsible for managing internal Department of State clearances in a timely manner and providing appropriate written commentary on proposed FSN standards to PER/FSN within the four week to six week deadline required by interagency policies and procedures.

a) To facilitate this task, PER/FSN will provide sufficient copies of all proposed FSN standards, PER/FSN technical reviews and concerned agency rebuttals directly to each regional bureau executive office and to any affected functional bureau executive office with the request that all comments be provided directly to the Department's Authorizing Officer within three weeks of date of transmittal.

b) Where widely divergent comments or views require reconciliation, the Department's Authorizing Officer will work with PER/FSN and the other regional bureau executive offices to formulate mutually acceptable written commentary presenting a unified Department position within the four to six weeks' deadline.

3) Responsibilities of Regional Bureau Executive Directors

a) Each regional bureau Executive Director and other functional bureau executive offices, as appropriate, will

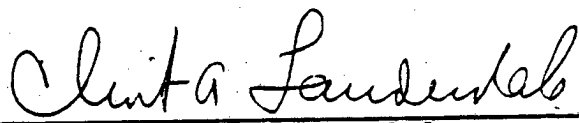
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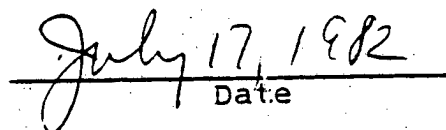
designate a responsible and knowledgeable officer involved with post management and/or FSN personnel matters to review and provide commentary on proposed FSN standards. (Names should be provided to PER/FSN and the Department's Authorizing Officer.)

b) Executive Directors should assure that all written comments are as specific as possible and that simple, generalized statements of view are avoided; commentary should be directed in most instances to clearly identifiable problem areas or inconsistencies within a standard or within a series.

c) Executive directors should assure the timeliness of their responses and that significant matters of concern are brought to the attention of the Department's Authorizing Officer for FSN Position Classification Standards.

Approved for the Director General and Director of Personnel:


Clint A. Lauderdale
Deputy Assistant Secretary
for Personnel


Date

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FSN POSITION CLASSIFICATION STANDARDS
POLICIES AND PROCEDURES

Purpose

This document prescribes the interagency policies and procedures for the development of new and revised FSN Position Classification Standards.

Agency Drafting Responsibilities

Each agency is responsible for the drafting, editing and final production of FSN position standards which are to be used only for positions of their agency. The Department of State (PER/FSN), in addition to FSN position standards for State positions only, will draft, edit and provide final production copies for all FSN position standards which will be used by the Department of State and at least one other agency. Should a standard be required for two or more agencies not including the Department of State, the agencies involved will determine which agency shall assume these drafting responsibilities. //

Pre-Clearance Technical Review

Control
All standards drafted by an office other than PER/FSN will be submitted to PER/FSN for pre-clearance technical review. The results of this review will be provided in writing and will contain specific recommendations as to changes PER/FSN deems necessary to bring the proposed grades into line with the general grade level guide and the current grades for existing position standards; changes in wording to clarify the minimum work characteristics and educational/experience requirements which differentiate one level of position from the levels immediately above or below; and any other recommendations which will add to the clarity of classification of positions in that occupational field. Generalized statements should be avoided.

Drafting Agency Review

The written comments of PER/FSN will be reviewed by the drafting agency which may incorporate changes to reflect these comments, write rebuttal to the comments (again specificity is required, general statements should be avoided), or request a meeting with PER/FSN to clarify the issues raised. If agreement is reached on each issue raised, 18 copies of a redraft of the proposed standards will be provided to PER/FSN for distribution to all

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agencies for review and comment. If agreement cannot be reached on these technical issues, the drafting agency will provide 18 copies of the draft position standards, PER/FSN's memorandum of technical review and the drafting agency's memorandum of rebuttal to the PER/FSN recommendations for distribution to all agencies involved in the clearance process.

Interagency Review and Approval of Proposed Position Standards

The following agencies must review, approve or provide written comments on proposed standards within four weeks of the date of distribution by PER/FSN. PER/FSN will notify by telephone each non-responding agency one week before expiration of the four week time period. This period may be extended by two weeks upon request by one of the agencies involved. No response by an agency by the end of this specified time frame will be considered as an approval of the proposed standards by that agency.

<u>Agency</u>	<u>Title of Authorizing Officer</u>
Department of State	Designated Regional Bureau Executive Director
U.S. Information Agency	Chief, Foreign Service Personnel Division
Agency for International Development	Chief, Position Management and Classification Division
Department of Defense	Director of Personnel Management
Department of Commerce (FCS)	Chief, Personnel Operations, Office of Personnel Adminis- tration, FCS
Department of Agriculture (FAS)	Chief, Foreign Service and FAS Operation, Personnel Division
Peace Corps	FSN Coordinator

If a proposed position series standard is for positions of an agency not listed above, that agency will participate in the review and approval process, e.g., Federal Benefits Series would require the review and approval of the Social Security Administration.

Each agency may approve the proposed position standards as written or recommend specific changes to wording for the standards with supporting rationale. Generalized criticism of standards may be returned by PER/FSN to the agency involved for clarification or withdrawal. All comments must be in writing, accompanied by the clearance control form and signed by the person occupying the position designated as the clearance authority for each agency. If an agency does not approve the proposed standards, it will distribute copies of its response

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to all agencies involved in the approval process. The concerned agency, assisted as necessary by PER/FSN, will attempt to incorporate other agencies' comments into its standards prior to the meeting referred to below. For State and inter-agency standards, PER/FSN will attempt to incorporate other agencies' comments into those standards. Approval by two thirds of the agencies involved is required before a position standard can be implemented.

*Management
by Committee*

If a two-thirds approval of the position standard(s) is not received, PER/FSN will call a meeting of all agencies involved to discuss the proposed standard and attempt to obtain the required approvals. An agency may provide a proxy in writing to another agency to vote on its behalf at these meetings; however, agencies who do not attend the meeting and who do not provide a proxy in writing forfeit their right to vote on the proposed standards and such agency will be counted as approving the standards. In no event, however, will any standard be issued which does not have the approval of five agencies, 2/3 of the regular Foreign Affairs Agencies.

Publications of Approved Position Standards

In order to assure uniform use of only approved position standards, neither PER/FSN nor any other organization may release standards for classification of FSN Positions to any overseas location until completion of the approval process listed above. PER/FSN will release copies of approved position standards to all holders of the Local Employees Position Classification Handbook. FSN positions may be classified in accordance with the new or revised standards effective on the date of the transmittal letter which officially releases an approved standard.

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PER/FSN:LVelott:ch

GRAM

P820 28-0696

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DISTRIBUTION		HANDLING	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-311
ACTION PER		<p>TO: ALL DIPLOMATIC AND CONSULAR POSTS AND AID AND ICA ESTABLISHMENTS, PASS TO ALL HEADS OF ALL ASSOCIATED AGENCIES AT POST.</p> <p>FROM: Department of State (M/DGP) DATE:</p> <p>E.O. 11652: N/A</p> <p>TAGS: APER/FSNP</p> <p>SUBJECT: Status Report on Implementation of the Interagency FSN Position Classification System</p> <p>REF:</p>		
BF/OB	CU			
EA ✓	EB			
FAORC/LR	FBO			
IO ✓	L			
NEA ✓	OES			
PPT	S/IL			
S/PRS	S/S			
SY	VO			
ACT ✓				

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Distribution

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Summary

At the end of calendar year 1981, the Inter-agency FSN position Classification System had been implemented at 78 overseas Missions. Implementation in early 1982 at 8 additional missions will bring this total to 86 missions. The Department of State and the associated Foreign Affairs Agencies provide this status report on the implementation of the interagency, worldwide classification system for all the Foreign Service National employees of the U.S. Government who are employed under the personnel authority of the Foreign Service Act.

Background

Prior to 1978, specific procedures controlled the development of FSN Salary and Benefit.

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Clearances on Last Page

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OPTIONAL FORM 247 (Rev. 6-76)
DEPARTMENT OF STATE
50247-102

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schedules; however, only general guidance was provided in regard to FSN position classification. Effective compensation management is not present unless consistent, systematic policies and procedures are in effect for both salary and benefit analysis and position classification. Systematic weaknesses in the Foreign Affairs Agencies FSN compensation policies resulted in:

- an inability to assure that FSN salaries and benefits were based on locally prevailing practices as required by the Foreign Service Act,
- position classification systems which differed from mission to mission,
- constantly changing approaches to FSN position classification as American management transferred, and
- constant, unjustifiable increases in salaries and benefits at many missions where grade creep occurred.

In addition, the sometimes arbitrary selection of survey companies and the positions to be surveyed resulted in excessive fluctuations in salaries and benefits at the time of each full salary and benefit survey.

In November 1978, the issuance of the Interagency approved Local Employee Position Classification Handbook (LEPCH) provided the first interagency, worldwide, systematic approach to FSN position classification. In December 1979, the issuance of the Interagency approved Foreign Service National Compensation Handbook (FSNCH) stabilized the salary and benefit survey procedures by:

- establishing standard key positions to be surveyed at all missions, and
- establishing policies concerning the selection and elimination of survey companies.

The introduction of these new FSN compensation policies and procedures was made in an effort to eliminate the undesirable and widely varying practices which existed prior to 1978, and to provide the framework of a worldwide system which conformed with the requirements of the Foreign Service Act.

Objectives of the FSN Compensation System

The Foreign Service Act mandates that FSN compensation be based on the prevailing practice principle, i.e., FSN compensation is

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based on the average salary and benefits provided by representative employers within each locality. The Foreign Affairs Agencies meet this legal requirement, as well as sound management practice, through the use of the current FSN compensation procedures, which involve three steps. The first step is to determine the relative internal value for each position within an embassy. This step is accomplished by applying the FSN position classification standards found in the Local Employees Position Classification Handbook (LEPCH). These represent the relative internal value to the U.S. Government of all FSN positions on a worldwide basis. This is an internal judgment, agreed to by all Foreign Affairs Agencies, of the value of position duties and responsibilities, made without regard to the pay practices existing in any specific locality.

The second step is to modify the relative internal value as warranted by the salary survey data. To accomplish this 33 standard key positions, similar to those found in many other organizations, are included in the salary and benefits survey. If it is found that the local salary level for a key position varies significantly from the other key positions in a given FSN grade, an exception rate may be provided for that position.

The final step, developing an appropriate salary and benefit scale, is accomplished through the analysis and development procedures for an FSN salary and benefit plan as defined in the FSN Compensation Handbook. The prevailing practice principle of the Foreign Service Act rules this final step, i.e., the salary structure must reflect the central tendency of prevailing salary structures as developed from the survey of representative organizations in the locality where the FSN is employed.

Status of Implementation

There are 139 overseas missions with a significant number of direct hire FSNs. Six of these missions are located in countries where FSN compensation is established by the host government.

Reducing the 139 total by these 6 missions and the 86 missions where implementation has been accomplished or is underway leaves 47 missions (34%) where the new system has not yet been installed. Forty-one of these are in Africa; the first installation in this area is now being reviewed in Washington. This leaves only 6 missions (4%) outside of Africa where the Interagency FSN Position Classification System has yet to be introduced.

In response to suggestions by posts, the problems of inappropriate internal rankings of a few FSN positions and the absence of

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standards for several occupational categories are being addressed. The headquarters of the agencies involved are attempting to develop procedures which will make possible the issuance of new and/or revised FSN position standards on a more timely basis.

The associated Foreign Affairs Agencies recognize and are working with posts to resolve some of the other problems resulting from implementation of the new classification system. The introduction of a worldwide, consistent and equitable FSN compensation policy is a project which requires careful examination of any proposed adjustments, exceptions or changes to avoid the fluctuations and inconsistencies which existed prior to 1978.

The current efforts of the Department of State and the associated Foreign Affairs Agencies are directed toward completing the implementation of this system at our overseas missions and making the modifications required to achieve the objectives stated above.

Cooperation of Overseas Missions

The Department appreciates the cooperation which overseas missions have demonstrated in the implementation of the new position classification system. The comments and input from management in the field have resulted in modifications and revised procedures which have improved the system and will facilitate its implementation worldwide.

HAIG

Clearances: DGP/PER:CALauderdale *Cal*
AF/EX:GManderscheid (Draft) *sy*
ARA/EX:DBouchard (Draft) *sy*
EA/EX:KHarris (Draft) *sy*
EUR/EX:CBowers (Draft) *sy*
NEA/EX:SKrys (Draft) *sy*
IO/EX:PStratton (Draft) *sy*
ICA/MGT/PN:NKincaid (Draft) *sy*
AID/PM/PMC:HUlrich (Draft) *sy*
PC:CCurry (Draft) *sy*
USDA/FAS:LConnolly (Draft) *sy*
USDOC/FCS:MFCostantino (Draft) *sy*
DOD/ASD:WCoakley (Draft) *sy*

B-4

DEPARTMENT OF STATE

AIRGRAM

820827-1414

3

HANDLING	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-298
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TO: All Diplomatic and Consular Posts

FROM: Department of State (M/DGP)

DATE:

E.O. 11652:

N/A

TAGS:

APER, AFSP

SUBJECT:

FSN Position Classification

19821008-0 PM 1:23

REF: A) 80 State 312355; B) 81 State 48428

DEPT. DISTRIBUTION

ORIGIN/ACTION

PER/FSN

FOR THE ADMINISTRATIVE OFFICER FROM THE DIRECTOR GENERAL

Reference (A) announced the appointment of a special Task Force of Foreign Service National Employees from the personnel offices of several posts to study the FSN Position Classification Standards and other issues relating to the FSN Position Classification System. The members of this Task Force included: Som Berry of USICA India, Vipanee Hanchareonsuk of Embassy Bangkok, Ester Lewis of Embassy Panama, Driss Taxi of Embassy Rabat, Anne-Marie Vande Wiele of Embassy Brussels and Michael M. Conlon the former Director of Management Operations. On January 22, 1981 the Task Force completed its work and provided 20 specific recommendations for improvement of the FSN Position Classification System.

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23800CONTENTS AND CLASSIFICATION APPROVED BY:
M/DGP: J.M. Clark

CLEARANCES:

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Reference (B) announced the completion of the work of the Task Force and indicated that periodic notification of action taken as a result of the Task Force recommendations would be sent to all overseas posts.

In view of the interest in the work of this Task Force, interagency comments and recommended action statements have been developed and are currently in the process of being cleared by the associated Foreign Affairs Agencies. As soon as this clearance process is completed, a copy of the Task Force recommendations, interagency comments and interagency action statements will be distributed to all overseas posts. In the interim, any specific questions regarding the work of this Task Force may be directed to PER/FSN.

HAIG

Clearances: DGP/PER - C.A. Lauderdale *cal*
ICA/MGT/PN - N. Kincaid (phone 2/22) *for*
AID/PM/PMC - H. Ulrich (phone 2/22) *for*
DOD/ASD - W. Coakley (phone 2/22) *for*
USDOC/FCS - M.F. Costantino (phone 2/22) *for*
USDA/FAS - L. Connolly (phone 2/25) *for*
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ARA/EX - R. Lutkoski (phone 2/22) *for*
EA/EX - K. Harris (phone 2/22) *for*
EUR/EX - W. Kelly (phone 2/23) *for*
NEA/EX - L. Lesser (phone 2/22) *for*
IO/EX - K. Carroll (phone 2/22) *for*

B-6

AIRGRAMRECEIVED
23 SEP 1981

P810125-0184

DEPT. DISTRIBUTION <i>71</i>	HANDLING	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-2310
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TO: ALL DIPLOMATIC AND CONSULAR POSTS AND AID, USICA, COMMERCE, AGRICULTURE, PEACE CORPS OVERSEAS ESTABLISHMENTS

FROM: DEPARTMENT OF STATE (DGP/PER) DATE:

1981 SEP -4 AM 10:52

E.O. 12065: N/A

TAGS: APER, AFSP

SUBJECT: Restoration of FSN Classification Authority

REF: A) State A-1025, of April 4, 1979;
B) Chapter V, Section F of the LEPCH

Suggested Distribution:
D/PM/PMC, ICA/MGT
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1. During the one-year period following the date of implementation of the new Interagency FSN Position Classification Standards a post's authority to classify FSN positions is suspended (reference A). Any classification or reclassification action during this period must be authorized from Washington in accordance with the procedures established in Section 8 of reference A.

2. On expiration of the one-year period, the authority to classify FSN positions is automatically restored to a post except for a) positions for which standards have not yet been developed and b) those classification appeals for which general agreement can not be achieved by the post's FSN classification appeals panel.

3. The Administrative/Personnel Officer (A/PO) is responsible for FSN position classification in accord-

UNCLASSIFIED
CLASSIFICATION

APPROVED BY: PER/FSN: L H Velette	DRAFTING DATE 8/28/81	PHONE NO. 23800	CONTENTS AND CLASSIFICATION APPROVED BY DGP/PER: C A Lauderdale
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CLEARANCES:

Clearances on Page 2

OPTIONAL FORM 247 (Rev. 6-76)
DEPARTMENT OF STATE
50247-102

-B-7

☆GPO: 1976 O-213-630(100-1)

- 2 -

dance with the Local Employee Position Classification Handbook (LEPCH) distributed to all posts under cover of Transmittal Letter LEPC-1, dated 11/1/78.

4. To review classification appeals from FSN employees and/or supervisors, each post is required to establish an FSN Classification Appeals Panel in accordance with reference B. All agencies at the mission employing FSN's will be members of the Panel. If the Panel is unable to resolve an appeal, the appeal is submitted to the Washington Appeals Board for consideration and decision.

5. If an affected agency at post does not accept the classification findings of the Appeals Panel, the Head of that agency may submit the specific case to his Agency in Washington with copies to PER/FSN and the regional bureau for review by the Washington FSN Classification Appeals Board.

6. Documentation relevant to post reclassification requests and classification appeals submitted in accordance with paragraphs 1, 2, 4 and 5 should be sent to the Department of State (PER/FSN and the appropriate State regional bureau), and the appropriate agency headquarters. The appeals documentation must include an Analysis and Evaluation Worksheet prepared on the position under appeal. (A sample A & E Worksheet form is contained on page H-2A of the Local Employee Position Classification Handbook.)

HAIG

Clearances:

AF/EX:JBryant (Draft) *PO*
ARA/EX:RLutkoski (Draft) *PO*
EA/EX:KHarris (Draft) *PO*
NEA/EX:SKrys (Draft) *PO*
AID/PM/PMC:TCox (Draft) *PO*

ICA/MGT/PN:NKincaid (Draft) *PO*
DOD/ASD/M&RA/CP:WCoakley (Draft) *PO*
PC:KBoesel (Draft) *PO*
USDA/FAS:LConnolly (Draft) *PO*
USDOC/FCS:MFCostantino (Draft) *PO*

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AIRGRAM

JUL 9 1982

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DEPT. DISTRIBUTION	HANDLING	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-869
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TO: ALL DIPLOMATIC AND CONSULAR POSTS AND AID AND ICA ESTABLISHMENTS

FROM: DEPARTMENT OF STATE (PER/FSN)

DATE:

1982 JUL 29 AM 10:41

E.O. 11652: N/A

TAGS: APER, AFSP

SUBJECT: FSN Position Classification Audit Procedures

REF:

Attached are the interagency approved classification audit procedures to be followed by survey teams performing on-site salary and benefit surveys subsequent to the implementation of the Interagency FSN Position Classification System.

HAIG

Attachment: Audit Procedures

UNCLASSIFIED

CLASSIFICATION

DRAFTED BY: PER/FSN:LHVelott:ch

DRAFTING DATE: 6/23/82

PHONE NO. 23800

CONTENTS AND CLASSIFICATION APPROVED BY: DGP/PER: ALStegman

CLEARANCES: AID:Hulrich, ICA:NKincaid, DOD:WCoakley, PC:KBoesely, USDA/FAS:LConnolly, USDOC/FCS:MFCostantino, AF/EX:JBryant, ARA/EX:RLutkoski, PER/EX:Jenkins, EUR/EX:WKelly, NEA/EX:ABooth

DEPARTMENT OF STATE
50247-102

- 2 -

Prior to the arrival of a survey team at post, a list of positions in the above-cited categories will be prepared by PER/FSN, based on an inquiry to mission management, quarterly promotion reports, new and revised classification standards, post case files, and information furnished by the concerned agency headquarters. A list of positions not covered in the above cited categories but which have had substantial changes in duties since the last classification review may be submitted by the mission management to a team for inclusion in the audit. The team may audit these positions at its discretion provided their inclusion does not cause the number of positions audited to exceed 25% of the total or result in a position selected by an agency headquarters being dropped from the audit.

The audit findings and recommendations of each survey team will be reported in the same manner as reported during the initial implementation of the Interagency FSN Position Classification System and supervisory appeals may ultimately be filed with the Washington Interagency FSN Position Classification Appeals Board. For a one year period following implementation of any classification actions resulting from the survey team audit, mission management must refer any requests for reclassification of the affected positions to the Washington Interagency FSN Classification Appeals Board for review and approval.

FSN employees serving in positions which are reclassified as the result of a survey team audit will not be granted temporary grade retention but will be given the saved pay provisions of 3 FAM 954. 3-2.

B-10

PER/FSN:ABrenner:ch

FSN Position Classification Audit Procedures

The following FSN position classification audit procedures are to be followed by contract survey teams when conducting FSN salary surveys at overseas posts which are now under the Interagency FSN Position Classification System. These interagency procedures are designed to enable the associated Foreign Affairs agencies headquarters to determine the extent to which the principles and standards of the Local Employee Position Classification Handbook (LEPCH) have been properly applied to an overseas mission's FSN positions since resumption of mission FSN classification authority.

Survey teams will conduct supervisory and/or desk audits of the following FSN positions:

- positions reclassified to a higher or lower grade since the post's FSN classification authority was returned or since the last survey team audit of classification.
- positions involved in a reduction in force (RIF) action, a reorganization, or a substantial change in policy, procedures, or program content, e.g., a former supervisory position which, due to RIF or reorganization, now has no supervisory responsibilities; or a position formerly involving a three-pronged program but which is now confined to only one of the three program elements due to reorganization or a reduction in the scope of the post program.
- positions covered by new or revised position standards issued since FSN classification authority was returned or since the last survey team audit of classification.

Survey teams will audit all positions described above; provided, however, that the number of positions audited will normally not exceed 25% of the total number of FSN positions at a mission. When the number of positions involved exceeds 25% of the total, the survey team will select those to be audited and may make its selection on the basis of one out of four identical positions for audit, or any other approved sampling technique. The sample must be representative of a post's FSN positions in the above categories. In no case can the survey team recommend a downward reclassification without a desk audit of each position affected. Identical selection procedures must be followed by the survey team for the FSN positions of all the agencies at the mission.

To facilitate this classification audit process, FSN reclassification actions taken by posts following resumption of their authority should be supported by Analysis and Evaluation Worksheets. These will give contract survey teams written information as to the basis for the classification decisions reached at post level.

DEPARTMENT OF STATE

AIRGRAM

P310100-1957

HANDLING 1.7	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-2875
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TO: ALL DIPLOMATIC AND CONSULAR POSTS AND AID AND ICA ESTABLISHMENTS

FROM: DEPARTMENT OF STATE (PER/FSN)

DATE:

E.O.

N/A

1981 DEC 13 AM 11:22

TAGS: APER, AFSP

SUBJECT: Temporary Grade Retention and Saved Pay Provisions for FSN Employees

REF:

A) A-0543 of 3/17/80; B) 3 FAM 954.3-2

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The referenced airgram stated that 3 FAM 954.3-2 would be amended to provide grade retention provisions in the case of demotions effected at times other than the initial application of the new Interagency FSN position standards. After considerable review, the Interagency FSN Personnel Policy Coordinating Committee determined at its December 2, 1981 meeting that the provisions of 3 FAM 954.3 shall remain unchanged and that the temporary grade retention provisions of A-0543 dated 3/17/80 shall apply only to downgradings which take place at the time of the initial implementation of the Interagency FSN position standards.

In view of this interagency decision, Administrative/Personnel Officers should continue to apply the saved pay provisions of 3 FAM 954.3-2 immediately for all downward reclassifications which take place at times other than the initial implementation of the Interagency FSN position standards.

C-1

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CLASSIFICATION

ED BY: FSN:Lvelot/CH	DRAFTING DATE 12/9/81	PHONE NO. 23800	CONTENTS AND CLASSIFICATION APPROVED BY: DGP/PER:CALauderdale
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ANCES: ARA/EX:BLutkoski, EUR/EX:WKelly, NEA/EX:SKrys, EA/EX:KHarris, EX:GManderscheid, AID/PM/PMC:TBeaty, IEA/MGT/PN:NKincaid, USDA/FAS: nolly, DOC/FCS:MCostantino, PC:KBoesel, FBIS:TKing, DOD:EPayne

DEPT. DISTRIBUTION	HANDLING	CLASSIFICATION	MESSAGE REFERENCE NO.
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POST ROUTING.

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FROM: Department of State (PER/FSN)-

E.O. 11652: N/A

TAGS: APER, AFSP

SUBJECT: FSN Grade Retention and RIF or Reorganization

REF: A) 3 FAM 954.2-4; 3 FAM 974.2-4; B) 80 A-0543 of
March 17, 1980

Revision of 3 FAM 900 is being considered to clarify the policy of grade retention. In the interim, posts are advised that FSN employee who has a retained grade as a result of installation at his/her post of the worldwide FSN position classification system should be continued under grade retention when the employee is reassigned by the post, either because of a reduction in force (RIF) or because of a reorganization. FSN employees who voluntarily move from one position to another should not be continued under grade retention.

FSN employees who are downgraded as a result of a reduction in force, reorganization, or a classification audit are not entitled to grade retention. Such employees, as are others who are downgraded are entitled to "saved pay" as described in 3 FAM 954.3-2. Under that regulation an FSN does not suffer a decrease in pay at the time of downgrading but is entitled to only 50% of subsequent increases for his/her proper grade level until such time as the salary range for the grade of the

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REC'D BY:

FSN: A Weinstein

ANCES:

A/MGT/PN: NKIncaid (phone *Yes*)

PM/PMC:Hulrich (phone) *Am*

FCostanino (phone) *Am*

ASD(M&RA)CPP:WCoakley (phone
EX: FM (phone)

LA: Juice (phone) *[Signature]*

DRAFTING DATE

4/2/81

PHONE NO.

63-23800

CONTENTS AND CLASSIFICATION APPROVED BY:

PER/FSN:LHVelott

ACTION/PC:KBoesel (phone) *10*

ARA/EX: COrozco (phone) *Am*

AF/EX:RRaben (phone) *Am*

EUR/EX: Narcement (phone) *Am*

EA/EX: MGrainek (phone) *Am*

OPTIONAL FORM 247 (Rev. 6-76)
DEPARTMENT OF STATE
50247-102

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A. 05

- 2 -

employee's position is increased to the extent that one or more step rates exceed the saved rate. (3 FAM 932-6.a(4) and b.) Only FSN employees who were downgraded as a result of a classification survey are entitled to grade retention, as described in the referenced airgram, and such grade retention is continued even when the employee is reassigned as a result of a RIF or a reorganization.

CLARK, ACTING

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AIRGRAM

P800038-0475

HANDLING

CLASSIFICATION

UNCLASSIFIED

MESSAGE REFERENCE NO.

A-0543

TO: ALL DIPLOMATIC AND CONSULAR POSTS AND ICA AND AID OVERSEAS ESTABLISHMENTS

FROM: Department of State (DGP/PER)

DATE:

E.O. 11652: N/A

TAGS: APER, AFSP

1980 MAR 17 PM 3:39

SUBJECT: Temporary Grade Retention for FSNs

REF: A-1025 of April 2, 1979

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The purpose of this airgram is to announce formally an interagency policy of grade retention for FSNs. Grade retention is a system in which the incumbent of a position which is downgraded is entitled to retain temporarily the former grade of his/her position. This policy is designed to maintain temporarily an employee's previous pay entitlements, and to provide a reasonable period during which the post and the employee can attempt to alleviate the personal effects of the downgrading action. Downgrading may be avoided in some cases by reorganizing work assignments, promotion to a vacant position in the same or another functional category, the attainment of retirement age, etc..

Set forth below are the rules governing grade retention for FSNs:

1. Grade retention will be offered at the present time only when the new position classification standards system is applied at a post for the first time. 3 FAM 954.3-2 will be amended soonest to provide grade retention provisions in the case of demotions effected at times other than the initial application of the new standards.

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CLASSIFICATION

ED BY:
/ER/FN - W. Hibbs:ch

DRAFTING DATE
2/29/80

PHONE NO.
20966

CONTENTS AND CLASSIFICATION APPROVED BY:
DGP/PER - R. S. Gershenson

2. The grade retention period will be 52 pay periods from the date the new position classification system is or was effected at each mission. Under exceptional circumstances, grade retention of 78 pay periods may be authorized. (The 78 pay period grade retention provision will not be a feature of the amendment in 3 FAM 954.3-2 mentioned above.) Requests for 78 pay period grade retention should include full justification of the need. Requests should be submitted for approval immediately after the classification survey is completed to the appropriate regional bureau executive office in the Department with copies to PER/ER/FN and other affected headquarters agencies.

3. Whenever the new standards are applied at a post for the first time from now on, grade retention provisions will apply. Those posts which were not authorized grade retention at the time the new standards were applied will not be permitted to offer the benefit now. Those posts at which grade retention was authorized at the time the new standards were applied will be entitled to grade retention of 52 pay periods from the date of the original implementation of the classification survey results. Requests from this latter group of posts for grade retention of 78 pay periods should be submitted to Washington in accordance with instructions set forth in Para 2 above, within 30 days of the date of this message.

4. During the grade retention period, an FSN in grade retention status will receive the full amount of any general wage increases and any periodic step increases otherwise due, unless the employee is in a "saved pay" status at the time of the grade retention action. Such "saved pay" cases will continue to be handled as set forth in 3 FAM 932.6a(4).

5. Upon expiration of the grade retention period, the employee's salary, if he occupies the same position previously designated for downgrading, will be converted to a rate at the appropriate lower level of the position under provisions set forth in 3 FAM 954.3-2. Under this regulation "saved pay" provisions also apply when appropriate.

6. Personnel action documents should show the incumbent's position title at the proper lower level and the grade and step at the GR level with appropriate identification, e.g. Protocol Assistant - (GR)FSN-9/5.

Contractors who are applying the position classification standards will be briefed fully on the grade retention procedures and related salary conversion principles. Contractors will remain at post for 2 to 3 days after completion of a

wage/classification survey to explain the above procedures and related survey findings, as considered necessary by the post.

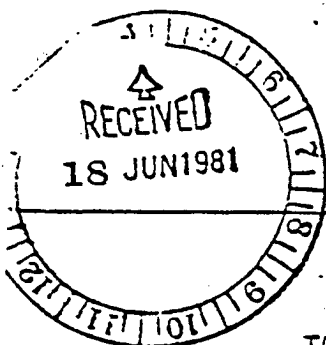
Questions regarding the foregoing policy should be directed to the Department (PER/ER/FN).

VANCE

Clearances: PER/ER - A. Kern ^{ph}
PER/ER/FN - A. Weinstein ^{ph}
ARA/EX - S. Lupo (Draft) ^{ph}
EA/EX - J. Moran (Subs) ^{ph}
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C-6



DEPARTMENT OF STATE AIRGRAM

P310072-1431

HANDLING	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-780
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TC: All Diplomatic and Consular Posts and AID and ICA Establishments, Vienna for USIAEA and Paris for UNESCO

FROM: Department of State (PER/FSN)

DATE:

E.O. 11652:

N/A

TAGS:

APER/AFSP

SUBJECT:

Third-Country National Employees

REF:

3 FAM 927, 4 FAM 573(d)

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The Department of State and Headquarters agencies of the Executive Branch employing Foreign Service Nationals at our diplomatic and consular missions overseas wish to call attention to and emphasize the importance of the provisions of 3 FAM 927 which concern Third-Country National employees (TCNs).

An alien employee who is not a citizen of the country in which employed is not automatically considered to be a TCN for the purposes of travel, benefits, compensation, etc. Unless such an applicant or employee meets the criteria established in 3 FAM 971.1 and 971.2, he or she would be employed (provided they meet other established criteria) under the same terms and conditions offered an applicant who is a citizen of the country in which employed.

It is important that posts review and enforce the established criteria for TCNs when considering an applicant who is not a citizen of the host country. Posts are requested to distribute a copy of this message to each agency represented at that post.

HAIG

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DRAFTED BY: PER/FSN:V Smith	STARTING DATE: 5/20/81	STORY NO.: 23800	COMMENTS AND CLASSIFICATION APPROVED BY: PER/FSN: PVelott
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FORM OS-323

(ALL CLEARANCES BY PHONE)



DEPARTMENT OF STATE

Washington, D.C. 20520

MEMORANDUM

TO: Interagency FSN Personnel Policy
Coordinating Committee

FROM: PER/FSN - LaRue H. Velott

SUBJECT: Policy Regarding Third Country
National Employees

REF: 3 FAM 927

The referenced section of 3 FAM, copy attached, provides guidance to the posts in determining the circumstances under which a Foreign National employee can be compensated as a Third Country National (TCN). Except in regard to USAID, no guidance is provided to our missions for developing the appropriate pay and benefits for a TCN.

The S/IG report on FSN management included a recommendation that PER/FSN should send an Airgram to posts reminding the Administrative Section that it must follow the provisions of 3 FAM 927 in administering their TCN programs. Such an airgram is being drafted and will be sent to the Regional Bureaus and Agency Headquarters for clearance.

In view of the lack of guidance contained in 3 FAM regarding pay and benefits for TCN's, this office surveyed nine international corporations who have large foreign national workforces around the world. The corporations included in the survey were:

Citicorp
Mobil Oil Corporation
Chase Manhattan Bank
Merck and Company
E.I. DuPont de Nemours

Exxon
Trans World Airlines
Xerox
ALCOA

All of these corporations have a category of employees similar to our TCN's and all have existing worldwide policies regarding salaries and benefits for this category of employees. The following is a summary of the TCN salary and benefit policies for these nine corporations.

- 2 -

Salary Policies

- If the TCN's home country salary scale is higher than that of the host country, eight of the nine corporations maintain the TCN on his home country scale and one corporation pays the TCN on their expatriate American scale, and,
- If the TCN's home country salary scale is lower than that of the host country, three corporations place the TCN on the host country salary scale, three corporations place the TCN on the expatriate American scale and three corporations continue to maintain the TCN on the home country pay scale and provide an offset to the salary through their benefit structure.

Benefit Policies

- Six corporations continue the TCN on his home country retirement plan, one corporation provides retirement benefits on the basis of a 6 country average -- Japan, Netherlands, Germany, Belgium, France and United States -- one company tailors all benefits to offset difference between home country and host country salary plans, and one corporation provides the American expatriate retirement plan;
- Other typical FSN benefits are handled differently from one corporation to another with no consistent pattern; and
- All corporations provide additional benefits to TCN's that are not provided to FSN's and these include: Travel Expense Reimbursement, Housing Allowance, Educational Allowances, Tax Equalization, Cost of Living, Post Hardship Allowance, and Annual Reimbursement of travel to home country for leave purposes.

The results of this survey indicate that a worldwide policy on TCN compensation can be developed and that such a policy would conform with the prevailing practices of major US International Corporations. PER/FSN proposes the development of a TCN compensation policy for inclusion in 3 FAM 927 after receiving the concurrence of the Regional Bureaus and the other agencies utilizing the Foreign Service personnel system.

The policy for an appropriate salary appears to be easier to develop than the policy regarding benefits. A TCN salary policy that would provide the higher of the home country or host country FSN pay for like work would be both easy to administer and in keeping with prevailing practices.

- 3 -

In regard to TCN benefits, PER/FSN could develop a glossary of appropriate benefits with established maximums based on a cross section of FSN benefits and the Standard Regulations for U.S. Civilian Employees of the USG serving overseas. Once developed, Posts would be authorized to provide benefits up to the maximum established. As part of PER/FSN's cost study of group insurance plans, the feasibility of providing retirement annuities, life insurance and medical benefits under one master contract could be explored.

This subject will be discussed at the next Interagency Coordinating Committee meeting at which time agency representatives should be prepared to comment on this subject and recommend a course of action regarding the establishment of a worldwide TCN compensation policy.

Attachment: As stated

cc: M/COMP - Mr. Rodger Feldman

PER/FSN:LHVelott:ch
4/5/81

D-4

UNIFORM STATE/AID/USIA REGULATIONSServices Performed Under PSC

Services which involve classified material, policy formulation, program planning, representation, or supervision of U.S. citizens; also, professional, subprofessional, and clerical services other than those covered under preceding paragraph c(1).

(3) Approval of Contracts

To the extent that an AID mission has been delegated contracting authority, personal services contracts may be executed without prior Washington approval, subject to the provisions of sections 921 and 922, and to the availability of funds.

(4) Contents of Contract

(a) The terms of PSC's will conform to the direct-hire local or TCN compensation plan, if any, established for the post. In addition to basic compensation, local pay plans normally provide benefits which include, among others, annual and sick leave, premium pay, severance pay, and bonus payments.

(b) Specialized training programs similar to those afforded local direct-hire employees may be provided to PSC employees when it is to the advantage of the U.S. Government. Invitational travel to the United States and to other appropriate training sites, including temporary duty status for consultation and special orientation programs as required, is subject to the approval of the appropriate AID/W bureau or office.

(c) PSC employees of AID are excluded from participating in the Civil Service Retirement and Disability System (see section 972.1) and the Incentive Awards Program (see section 962).

(5) Participating Agency Use of PSC Authority

The authority which AID has for contracting with individuals is available also to participating agencies in carrying out foreign assistance activities, provided the applicable participating agency service agreement with AID authorizes and provides funds for such contracts.

927 Third-Country National (TCN's)927.1 Definition

A third-country national (TCN) is an individual (a) who is neither a citizen of the United States nor of the country to which assigned for duty, and (b) who, if employed, is eligible for return travel to the TCN's home country or country of employment at U.S. Government expense.

Such an employee normally is recruited and employed from outside the host country and transferred from the point of employment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment, if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country of employment.

**An applicant who is located in the country of intended assignment and who does not have a repatriation agreement with the applicant's most recent employer may not be hired as a TCN; however, the applicant may be hired under the same terms as an employee who is a citizen of the host country. **

927.2 Policy*a. General Policy *

The appointment of a third-country national employee is effected only when:

(1) Qualified persons are not available in the host country;

(2) Limitation of time or other conditions prevent the training of persons in the host country for the job; and

(3) It is determined that program efficiency and policy objectives can be achieved only by using third-country nationals as a substitute for available and qualified U.S. citizens and persons from the host country.

UNIFORM STATE/AID/USIA REGULATIONSGeneral Provisions Applicable to AID(1) Tour of Duty

A TCN's tour is normally 2 years and starts from the date of arrival at post of assignment, and terminates on the date of actual or potential arrival at the TCN's designated place of residence in home country. Appointments may be for longer or shorter periods if the assignments so requires it.

(2) Repatriation Travel

A TCN must return to home country within 30 days after termination of employment, otherwise the TCN forfeits repatriation travel.

(3) Services To Be Performed by TCN's

(a) TCN's may be hired to provide professional and nonprofessional services. They may be employed as direct-hire or under a personal services contract. (See section 926.)

(b) Prohibitions against the type of work that may be performed by TCN's are outlined in sections 922.4 for direct-hire and 926 for personal services contract employees. **

927.3 Recruitment927.3-1 Sources and Proceduresa. Sources*

(1) The nearest foreign area having qualified candidates.

(2) Another U.S. Government establishment in a third country or in the host country.

(3) An international agency or any firm employing third-country nationals in the host country.

b. Procedures

(1) Requesting post informs recruiting post of the following data:

(a) Position title, salary range, duties and qualification requirements of position, experience desired, education, age, language, personality, and physical requirements of position.

(b) Desired starting date, proposed tour of duty, and normal workweek.

(c) Leave and any other pertinent privileges or prohibitions of employment.

(d) Other pertinent items as outlined in section 927.4.

(2) The recruiting post interviews prospective candidates, requests acceptable candidates to complete Form DSP-33, Application for Employment in the Foreign Service of the United States, makes a reference check, and prepares an evaluation of each qualified candidate. The applications and related evaluations are then forwarded to the requesting post for approval.

(3) The requesting post reviews the material, selects a candidate, clears the candidate with the host government (if appropriate), and requests recruiting post to complete employment action, including a local security check.

(4) The requesting post authorizes the recruiting post to effect DS-1032, Notification of Personnel Action, and "Conditions of Employment Agreement" (see Exhibit 927) and advises the recruiting post of the desired effective date of employment, the appropriation and allotment to which salary and travel expenses are chargeable, the extent of authority to issue travel advances and travel orders, and the type of appointment to be given the applicant.

* Third-country national employees generally should be limited to tenure of 2 or 3 years and be given "Indefinite" appointments. "Conditional" and "Permanent" appointments may be given to third-country nationals when deemed in the best interests of the U.S. Government. * AID does not give permanent appointments. (See section 923.)*

UNIFORM STATE/AID/USIA REGULATIONS

(2) Per diem for actual direct-route
air travel time for the TCN.

(3) In addition to the free baggage
allowance provided by the carrier, transpor-
tation of personal effects not in excess of 400
pounds (gross weight); 100 pounds (gross
weight) of which may be shipped by air and
the balance by surface carrier. When local
circumstances warrant, the mission director
may authorize up to 100 pounds (gross weight)
additional unaccompanied surface freight.

(4) Automobiles and household fur-
nishings are not shipped at U.S. Government
expense.

(5) Living accommodations and house-
hold effects are not furnished to employees.

c. Travel for Purposes of Leave

A third-country national is not to be provided
travel at Government expense for the purpose
of taking leave unless provided for in the ap-
propriate local compensation plan in accord-
ance with section 931.2. TCN's are not eli-
gible for the accrual of home leave under the
Annual and Sick Leave Act of 1951, as
amended.**

UNITED STATES/AID/USLA REGULATIONS

The recruiting post prepares a Form DS-1032, Notification of Personnel Action, and "Conditions of Employment Agreement" based on the foregoing information. The "Remarks" section of the DS-1032 should contain the following comments:

(a) "Appointed at (recruiting post) for assignment to (duty post)."

(b) "Employment conditions and prohibitions in ~~section~~ 922.4 are applicable."
 (For AID, also include section 927.2b.)

(c) Statement as to authorization of travel and transportation of effects to post of assignment and return to post of recruitment. As a general rule, the automobiles of third-country nationals will not be shipped at U.S. Government expense. Exceptions to this rule may be approved at the post, except that for USLA, they must be approved by the Foreign Service Personnel Division (IPT/F). (See 6 FAM 100 for regulations on travel and transportation of effects.)

**927.3-2 Special Provisions for AID

Travel and transportation benefits for TCN's are as follows:

a. Tours of Duty in Excess of 1 Year

A TCN being employed for a period of service of 1 year or more is entitled to the following travel privileges on assignment to post travel orders:

(1) Travel

Economy of less than first-class air accommodations for direct travel from the country in which recruited to the country of assignment for the TCN and dependents. Dependents are to be permitted to travel at Government expense only if such travel is approved by the employing mission or country. Dependents of a TCN, for purposes of travel to and from the country of assignment, include the spouse and those children (including adopted children and stepchildren) who are under the age of 21 and unmarried, or over the age of 21 and incapable of self-support.

(2) Per Diem

Per diem for actual direct-route air travel time for the TCN and dependents. Such per diem is not to exceed the maximum rates provided for Foreign Service American Employees.

(3) Automobile and Household Effects

If local conditions in the country of assignment warrant, the mission director may authorize the shipment at U.S. Government expense of one privately owned automobile and household furnishings not in excess of the allowable expenses and weight allowance provided for Foreign Service American employees at comparable grade level.

(4) Personal Effects

(a) If an employee ships household effects, the employee may ship, by unaccompanied airfreight, household effects not in excess of the weight allowance provided for Foreign Service American employees and their dependents.

(b) If the employee ships no household effects, the employee may ship not in excess of 400 pounds (gross weight) of personal effects for self and 300 pounds (gross weight) for each dependent. One hundred pounds (gross weight) of each traveler's allowance may be transported by airfreight; the balance is transported by surface carrier. If local circumstances in the country of assignment warrant, the mission director may authorize up to 100 pounds (gross weight) additional unaccompanied surface freight for each authorized traveler.

(5) Living accommodations and household effects are not furnished to employees.

b. Tours of Duty of 1 Year or Less

A TCN being employed for a period of service of less than 1 year is entitled to the following travel privileges on assignment to post travel orders.

(1) Economy of less than first-class accommodations for direct air travel from the country in which the TCN is recruited to the country of assignment for self only. *

UNIFORM STATE/AID/USIA REGULATIONS
CONDITIONS OF EMPLOYMENT AGREEMENT
FOR THIRD-COUNTRY NATIONALS

MEMORANDUM TO: _____

The (headquarters agency) has offered you an appointment as a _____ with the _____ (post) at a salary of _____ per annum. Your regular work schedule will be _____ hours a week; and you will receive such overtime, holiday, and night differential pay as you are entitled to under the compensation plan for third-country nationals at _____ (post). You will be entitled to the same annual and sick leave privileges as those granted to local employees of _____ (post). If you accept our offer of employment--

1. The term of your appointment will be for _____ years, subject to extensions for additional similar periods, when mutually agreed. *Your continued employment under this initial appointment (as well as any extensions thereof) will be dependent on the availability of funds, the post's determination of continuing need for your services, and your satisfactory performance and conduct.
2. Your appointment is subject to satisfactory completion of security and suitability investigations.
3. You (and your dependents) ^{1/} will be entitled to travel, per diem, and transportation of personal and household effects from the place of your residence at time of employment to your post of assignment. If you complete the tour of duty specified in the "Notification of Personnel Action," or if you are separated by the (overseas establishment) prior to completion of the agreed tour of duty for reasons beyond your control, you (and your dependents) ^{1/} will be entitled to return travel to your residence at the time of your employment.
4. If you so choose, you may draw an advance travel allowance of \$ _____ prior to departure from the post of recruitment which is refundable by you to _____ (post).
5. It is understood that you will comply with the regulations and conditions of employment established at the _____ (post) and the local laws and regulations of the host country.

*Your signature in the place provided below will signify that you have read, understood, and agreed to this agreement. *

For the Principal Officer (or Public Affairs Officer)

(Post)_____
(Signature)_____
(Employee's Signature)_____
(Title)_____
(Date)_____
(Date)

^{1/} Omit for AID employees hired for 1 year or less.

UNIFORM STATE/AID/USLA REGULATIONS927.4 Visas, Work Permits, Import Privileges, Taxes, and Social Security

The post requesting the employment of a third-country national should determine whether:

- a. The host government requires a visa for the entry of the employee and dependents, if any, and a work permit for the employee;
- b. Import privileges will be granted, and where import duties must be paid, the amounts required so that the employee may be correctly informed of the treatment to be expected in this regard;
- c. Local tax laws will be applicable to the employee and, if so, the extent of the employee's responsibility;
- d. Guaranty of safe conduct can be assured if international hostilities or internal revolt should endanger the employee's safety.

928 Personnel Reporting928.1 Responsibilitiesa. State and USLA

A Form FS-468, Monthly Report on Employment of Non-U.S. Citizens and Temporary U.S. Citizen Resident Staff, covering all posts in the country must be submitted by the fiscal-servicing post reflecting employment as of the end of the month. If there is an authorized USLA complement for the country, prepare a separate report and mail it in duplicate to USLA Washington, Attention: IPT/S. No report need be prepared covering employees of the Foreign Agricultural Service.

b. AID

Each AID mission is responsible for reporting local employees paid from U.S. Government appropriated funds and from cooperating country trust funds on Form AID 3-327.

See Handbook 25, Employment and Promotion.

928.2 Proceduresa. State and USLA

FS-468 should be prepared in accordance with instructions in Exhibit 928. Except where intermittent employment has been a factor, this report should balance as follows: The previous month's sum of lines A through C, plus current month's accessions (line F), minus current month's separations (line G), should equal the current month's total of line A through C.

Employees under personal service contracts are included as full-time, part-time, or intermittent employees in lines A through D. Entries for FBO personal service contract employees are footnoted as follows: "Includes (number) contract personnel at (dollar amount) per month."

Individuals engaged by nonpersonal service contract are not reported. In fiscal terms, contracts for employment classified under Object Code 11 are to be included on form FS-468; contracts classified under Object Code 25 are excluded.

b. AID

Form AID 3-227 should be prepared in accordance with the instructions given in Handbook 25, Employment and Promotion.

AIRGRAM

8810144-2089 5 NOV 1991

DEPT. DISTRIBUTION 71		HANDLING		CLASSIFICATION UNCLASSIFIED		MESSAGE REFERENCE NO. A-2651	
ORIGIN/ACTION PER							
✓	ARA	✓	BF/OB	CU			
✓	D/LOS	✓	EA	EB			
✓	FAORC/OR	✓	FAORC/LR	FBO			
	INR	✓	IO	L			
✓	MC	✓	NEA	OES			
	PM		PPT	S/IL			
M	S/P		S/PRS	S/S			
	SCS		SY	VO			
				OCT			

FROM: Department of State (PER/FSN) DATE: 1981 OCT 28 AM 9:12

E.O. 12065: N/A

TAGS: APER, AFSP

SUBJECT: Coordination of Implementation and Administration of Personnel Policy for Foreign Service National Employees

REF:

Suggested Distribution

For Administrative Officers

The Department of State and the Headquarters of the other Agencies of the Executive Branch employing Foreign Service National employees at our diplomatic and consular missions overseas wish to emphasize the importance of mission-wide cooperation and consultation in the implementation and administration of all FSN personnel policy. The interagency approach to the post FSN classification appeal process established by the Interagency Handbook on Local Employee Position Classification (LEPCH) issued in November 1978 and subsequent amendments is an example of the level of cooperation and consultation desired. To the maximum extent possible, the U.S. Government should act in a manner which reflects a single employer image in its personnel management of all FSN employees.

Effective immediately, in cases where the needs of a given agency at an overseas mission requires a

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CLASSIFICATION

AFTED BY:		DRAFTING DATE	PHONE NO.	CONTENTS AND CLASSIFICATION APPROVED BY:
R/FSN:VSmith:ch		10/26/81	23800	PER/FSN:L H Velott
REFERENCES:				

Clearances on Page 2.

OPTIONAL FORM 247 (Rev. 6-76)
DEPARTMENT OF STATE
50247-102

E-1

☆ GPO : 1976 O-213-630(100-1)

- 2 -

separate policy on any FSN personnel issue, the issue should be referred to the Agency Headquarters in Washington and the Department of State for an advisory opinion before the policy is initially implemented or changed.

In addition, the Embassy Administrative Officer should review existing FSN personnel policy. If a uniform policy does not presently exist in any areas of FSN personnel matters, the Embassy Administrative Officer should consult with the other Agencies and attempt to establish a uniform policy. In cases where mission-wide agreement on a uniform policy cannot be achieved, the matter should be referred to Washington in accordance with paragraph 2 above.

Posts are requested to distribute a copy of this message to each Agency at that post.

HAIG

Clearance:

A/ISO - D. Stevens ✓
 AF/EX - G. Manderscheid ✓
 ARA/EX - C. Orozco ✓
 EUR/EX - D. Mount ✓
 EA/EX - D. Ramage ✓
 NEA/EX - R. Deason ✓
 IO/EX - K. Carroll ✓
 AID/PM/PMC - H. Ulrich ✓
 USDOC/FCS - M. F. Costantino ✓

DOD/ASD - W. Coakley ✓
 FAA - H. Richardson ✓
 FBIS - [] ✓
 ICA/MGT/PN - N. Kincaid ✓
 INS - R. A. Myers ✓
 LOC - R. Sarle ✓
 NIH - T. Herrington ✓
 PC - Kaye Boesel ✓
 USDA/FAS - L. Connolly ✓

STAT

E-2

DEPARTMENT OF STATE AIRGRAM

P800124-0494

HANDLING: ROUTINE	CLASSIFICATION: UNCLASSIFIED	MESSAGE REFERENCE NO. A-1825
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TO: ALL DIPLOMATIC AND CONSULAR POSTS AND AID AND ICA
OVERSEAS ESTABLISHMENTS

FROM: Department of State (PER/ER/EN)

E.O. 11652:

TAGS: APER, AFSP

SUBJECT: Exception Grades for FSN Employees

REF: FSN Position Classification Standards and A-0574 of
March 20, 1980

DEPT. DISTRIBUTION

GIN/ACTION

ARA	CU	EA
EUR	INR	IO
NEA	PER	PM
SCL	SS	SY
AID	AIR	ARMY
COM	OOD	OOT
HEW	INT	LAB
NSA	NSC	OPIC
TAR	TRSY	USIA

As announced in Para. 7 of the referenced airgram, a new feature referred to as exception grades is introduced into the new FSN position classification system (Local Employee Position Classification Handbook (LEPCH)). This extends and augments the procedure outlined in pages 27 and 28 of the LEPCH for allocation of positions to levels above the highest class for which a standard exists. Exception grades are designed to provide more flexibility in the new FSN position classification system to meet highly exceptional or unusual circumstances in the employment of FSNs at missions abroad which cannot be accommodated satisfactorily through the normal position classification process.

An exception grade is defined as a grade level designation for any FSN position which differs from (i.e., is either higher or lower than) the grade level designation for the same type and complexity of work described in standards published in the LEPCH. Exception grades may be authorized in the following circumstances:

(A) The social or cultural environment of a post results in the ranking of the knowledge, skills, and abilities required of a position in a manner which clearly differs from and warrants a different ranking than that reflected in the standards.

UNCLASSIFIED

CLASSIFICATION

DRAFTING DATE 9/4/80	PHONE NO. 23800	CONTENTS AND CLASSIFICATION APPROVED BY: DGP/PER: Claude Hale
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ARRANCES:

last page for clearances

F-1

- 2 -

(B) Peculiar, major, and exceptionally valuable contributions are made by an employee on a continuing basis which significantly enhances post's ability to accomplish its mission. (NOTE: This should not be construed as applicable to conventional "mixed" positions.)

(C) The circumstances of a particular FSN's employment with the USG presents exceptional and constant danger to an individual employee or to the incumbents of particular positions in the official performance of duties. (This criterion will not apply to all FSN positions at a post nor will it apply to danger unrelated to the actual job performance.)

A mission's request for an exception grade should be submitted to the appropriate regional bureau Executive Director with copies to other affected headquarters agencies. It should cite this airgram, the criterion which specifically applies, and full details of the exceptional circumstances involved, including the length of time post estimates such circumstances will continue to exist. Each case should indicate the concurrence of all agencies at post level in the proposal, which concurrence can be one of the tasks of the post Interagency FSN Position Classification Appeals Panel.

Upon receipt in Washington each request will be reviewed and coordinated with other affected headquarters agencies and PER/ER/FN. The post will be advised of the joint decision at the earliest date. Posts will not have exception grade authority upon reassumption of FSN position classification authority following the moratorium imposed by Para. 8 of A-1025, 1979. Posts which are now under the one-year moratorium will submit their requests under this airgram after the moratorium has ended.

Exception grades will be effected as promotion actions in accordance 3 FAM 952 and are normally granted on a temporary basis. Posts are required to advise the bureau (with copies to other affected agency headquarters) of any change in the conditions surrounding the authorization which would justify withdrawal of the exception grade status. When visiting missions, contractors and headquarters agency personnel will review periodically the justification for continuation of any exception grade authorizations. At such time as exception grade circumstances no longer exist, the position will be reclassified to the proper grade level according to applicable standards and the incumbent's or vacated position's grade will be adjusted accordingly. Grade retention procedures described in A-0543 of March 17, 1980, are not applicable. It is intended that exception grades be authorized stringently in order to maintain the integrity of the new position classification system.

In addition to the above major change in administration of the system, we take this opportunity to advise missions that experience

- 3 -

gained in the installation of the new system in sixty posts has provided concrete evidence of some inadequacies in the standards of the system. We have therefore embarked upon an undertaking to revised several existing classification standards and to develop some new standards with the view toward substantial improvements. To this end, the following projects are under way:

1. a review of existing standards for the secretary and personnel series,
2. a review of existing standards for all series of the budget and fiscal group,
3. the development of standards within the budget and fiscal group to cover AID controller positions,
4. the development of revisions in existing standards for the federal benefits assistance series,
5. the development of standards for Peace Corps and FBIS positions,
6. the study of proposed ICA administrative standards, and
7. the development of additional guidance on the establishment of trainee jobs to increase career development opportunities.

Further, we are aware that some missions are under the impression that centralized control over the classification of all FSN positions will continue after the one year moratorium on post FSN position classification authority has passed. This is not the case. Procedures which are now being developed contemplate limited Washington review of post FSN position classification actions through the monitoring of periodic promotion reports and a normal post-audit function performed by contractors or headquarters agency personnel.

MUSKIE :

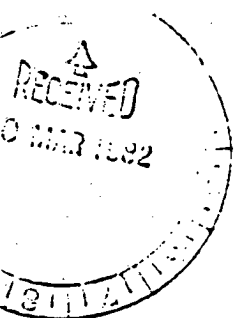
Clearances:

AF/EX - Richard T. Salazar (draft) *WSP*
ARA/EX - Samuel E. Lupo (draft) *WSP*
EA/EX - Kenneth O. Harris (draft) *WSP*
EUR/EX - Charles R. Bowers (draft) *WSP*
NEA/EX - Sheldon J. Krys (draft) *WSP*
AID/PM/PMC - Henry Ulrich (draft) *WSP*
USICA/MGT/PN - Howell Teeple (draft) *WSP*
ACTION/PC - Kaye Boesel (draft) *WSP*
DOC/FCS/ITA - C. Beers (draft) *WSP*
DoD/OASD/M&RA(CPP) - William Cakley (draft) *WSP*
AGR/FAS - Carolyn Speese (draft) *WSP*
PER/ER - Anthony M. Kern *WSP*
PER/ER/FN - Alan Weinstein *WSP*

F-3

AIRGRAM

3320-025-0819
3

1. A-Argon
2. B-Mexico
FSN
Pg 11


HANDLING	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-271
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TO: Brussels, Bern, Bonn, Geneva, Vienna, and
RAMC Paris

FROM: Department of State (PER/FSN)

DATE:

E.O. 11652:

N/A

TAGS:

APER, AFSP

SUBJECT:

Maximum Salary Rates for FSN Employees

1982 MAR -3 AM 8:39

REF:

DEPT. DISTRIBUTION			
ORIGIN/ ACTION			
AF	ARA	CU	EA
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	✓		
REP	SCI	SS	SY
			✓
AGR	AIO	AIR	ARMY
CIA	COM	DOD	DOT
FRB	HEW	INT	LAB
NAVY	NSA	NSC	OPIC
STR	TAR	TRSY	USIA
XMS			

This airgram is to notify posts which may have FSN employees at or near the maximum permissible pay rate for FSNs of the increase in that maximum as a result of the recent increase in the GS-18 pay rate. Section 5373 of Title 5, U.S. Code, limits pay for FSNs to the rate for grade GS-18. Interagency policy has established that the maximum annual salary for FSN employees will be \$100 less than the GS-18 rate (A-2897 dated April 25, 1975). Public Law 97-92 of 12/15/81 increased the GS-18 annual pay rate from \$50,112.50 to \$57,500 as of January 1, 1982. (\$57,500 is also the rate for the chief at a class 4 mission.) Under interagency policy, the maximum annual salary rate at which an FSN may now be paid is the local currency equivalent of \$57,400.

HAIG

MAR 4 PM 12 45

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PER/FSN - 10
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CLASSIFICATION

DRAFTED BY: PER/FSN: AWeinstein:ch	DRAFTING DATE 2/25/82	PHONE NO. 23800	CONTENTS AND CLASSIFICATION APPROVED BY: PER/FSN: LVelot:ch
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CLEARANCES: AF/EX:JBryant, ARA/EX:OPGarza, EA/EX:DRamage, EUR/EX:WKelly,
EA/EX:LLesser, AID:Hulrich, ICA:NKincaid, DOD:WCoakley, USDA/FAS:LConnolly
O/ADM:PStratton, USDOC/FCS:MFCostantino, PC:KBoeser
(All Clearances by phone)

IRGRAM

 REC.
18 NOV 1981

10156-0340

DEPT. DISTRIBUTION	HANDLING	CLASSIFICATION	MESSAGE REFERENCE NO.
ORIGIN/ACTION		UNCLASSIFIED	A-2711

ARA	BF/OB	CU
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MC	NEA	OES
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PM	PPT	S/IL
S/P	S/PRS	S/S
SCS	SY	VO
ICA	AID	PC
USDA	MOD	FBIS

89

 TO: ALL DIPLOMATIC AND CONSULAR POSTS AND AID AND
ICA ESTABLISHMENTS

FROM: Department of State (PER/FSN)

DATE:
1981 NOV 12 AM 11:04

E.O. 11652: N/A

TAGS: APER, AFSP

 SUBJECT: Post Titling Practices for FSN Positions
Under the Interagency FSN Position Classification System

REF:

This message is in response to numerous inquiries and comments from posts which are now under the Interagency FSN Position Classification System and which have encountered difficulties in FSN employee morale and productivity and in the effectiveness of post program operations as the result of the retitling of some positions.

The new interagency system was designed to provide a framework for FSN job titling which would meet both (1) the requirements of the system for standardized titling practices for all FSN positions, based on established position classification standards, and (2) the needs of posts for specialized titles for some positions in the interest of employee morale and effective in-country program operations. To assure that this dual titling system is fully understood and properly used in terms of each post's particular needs, the following instructions are provided:

UNCLASSIFIED

CLASSIFICATION

DRAFTED BY: PER/FSN: ABrenner:ch	DRAFTING DATE: 11/6/81	PHONE NO.: 23800	CONTENTS AND CLASSIFICATION APPROVED BY: PER/FSN: LHVelott
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CLEARANCES ON PAGE 2

 OPTIONAL FORM 247 (Rev. 6-76)
DEPARTMENT OF STATE
50247-102

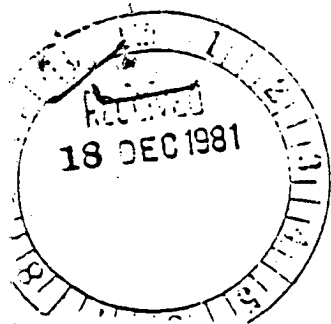
- 2 -

- A. A standard classification title for each FSN position was provided by the survey team or, for positions established or revised subsequent to the initial installation, the standard title is determined by referral to the title in the appropriate position standard. Unless otherwise specified in a position standard, the title of clerk is used up through grade FSN-6, e.g., program clerk, commercial clerk, supply clerk; the title of assistant is used for FSN-7 through FSN-9; e.g., program assistant, commercial assistant, supply assistant; and the title of specialist is used for FSN-10 through FSN-12, e.g., program specialist, etc. This standard title must be shown in item 5a of the position description, on all personnel actions, and on the post's official staffing pattern.
 - B. It is recognized that these standard titles are at variance with the common titles utilized in many of the countries where the USG has diplomatic and consular posts. In these situations, posts are encouraged to develop an additional title based on local practices which is entered under item 6 on the position description and may be entered parenthetically after the standard title on the post's official staffing pattern.
 - C. In addition, posts are encouraged to use the local titles on calling cards, correspondence and other documents which are produced for use in the host country.
3. If a post has a specific FSN titling issue not addressed in this airgram, assistance in solving this issue may be obtained from the Office of FSN Personnel (PER/FSN).

ACTING, CLARK

Clearance: DGP/PER - C. Lauderdale (Draft)
 ARA/EX - D. Bouchard (per R.L. Phone)
 EUR/EX - C. Bowers (per W.K. Phone)
 NEA/EX - S. Kryz (per R. H. Phone)
 EA/EX - G. Manderscheid (Phone)
 IO/EX - R. Hennes (Phone)
 ICA/MGT/PN - N. Kincaid (Phone)
 AID/PM/PMC - N. Cooper (Phone)
 USDOC/FCS - M.F. Costantino (Phone)
 Peace Corps - K. Boesel (Phone)
 DOD/ASD - W. Coakley (Phone)
 FBIS - (Phone)
 USDA/FAS - C. Speese (Phone)
 PMCD - R. Chico (Phone)
 ABMC - C. Moran (Phone)

STAT



DEPARTMENT OF STATE AIRGRAM

2018-1117

HANDLING

CLASSIFICATION

MESSAGE REFERENCE NO.

UNCLASSIFIED

A-2862

TO:

All Diplomatic and Consular Posts and AID and ICA Establishments and RAMC Bangkok, RAMC Mexico City, RAMC Paris

PLEASE PASS COPY TO ALL AGENCIES REPRESENTED AT POST

FROM:

Department of State (PER/FSN)

DATE:

E.O. 11652:

N/A

1981 DEC 11

TAGS:

APER, AFSP

SUBJECT:

Temporary Extension of Use of Form DS-1032
"Notification of Personnel Action" for FSN Employees

REF:

The Office of Personnel Management has notified all USG agencies that a new edition of Form SF-50 "Notification of Personnel Action" will be implemented on January 1, 1982.

All previously approved exceptions to these forms will be rescinded on January 1, 1982 as well. For the Department of State this means that the DS-1032 "Notification of Personnel Action" will be replaced by the new edition of Form SF-50.

However, the Office of Personnel Management has granted a temporary extension to the Department of State to continue use of the form DS-1032 at its overseas missions for all Foreign Service National personnel. This extension has been granted for a temporary period to permit the Department to develop and publish regulations and/or other instructions concerning the use of the new form in an orderly fashion.

All Headquarters Agencies concur (where applicable) in extension of use of DS-1032 as described above.

ACTING, CLARK

UNCLASSIFIED

CLASSIFICATION

DRAFTED BY:

DRAFTING DATE

PHONE NO.

CONTENTS AND CLASSIFICATION APPROVED BY:

PER/FSN: V Smith:ch

12/4/81

23800

PER/FSN: A Weinstein/lu

DEPARTMENT OF STATE AIRGRAM

0810110-0434

HANDLING	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-2109
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TO: ALL DIPLOMATIC AND CONSULAR POSTS, RAMC PARIS,
RAMC MEXICO CITY, RAMC BANGKOK

FROM: DEPARTMENT OF STATE (PER/FSN)

DATE:

E.O. 11652:

N/A

TAGS:

APER, AFSP

SUBJECT:

FSN Employees: Separation for Age - Change in Terminology on DS-1032

REF:

A) 3 FAM 974; B) 3 FAM 924; C) CA-6648, March 19, 1968; D) CA-4079, August 1, 1970

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DISTRIBUTION ACTION

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The Office of Personnel Management (OPM) has informed the Department of State of a change in terminology to be used in the DS-1032 "Nature of Action" block in cases where a Foreign Service National employee is separated for age in accordance with the mission's separation for age policy document. This change concerns only those Foreign National employees covered by the Civil Service Retirement plan who have reached the mandatory age limit established by the mission under 3 FAM 974.2-3 and does not (repeat not) reflect an age limit established by the Office of Personnel Management (formerly Civil Service Commission).

Effective immediately, when an FSN employee covered by CSR retires for age under the mission's policy document, the "Nature of Action" block on the DS-1032 (Notification of Personnel Action) shall read "Retirement Mandatory." The use of the terminology "Termination - Disqualification (Not Misconduct or Malfeasance)" is cancelled.

The "Remarks" section of the DS-1032 should include the following:

(a) Date on which advance notice of separation was given to the employee;

UNCLASSIFIED

G-5 CLASSIFICATION:

VES:th:dg

DRAFTING DATE 8/4/81	PHONE NO. 23800	CONTENTS AND CLASSIFICATION APPROVED BY: PER/FSN: A Weinstein
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force Records Management Branch: CPorter (Subs.); M/COMP: DCovington
AID: DMeeks (Subs.); DOC: PKeen

- (b) Amount of leave for which any lump-sum payment is authorized;
- (c) Dollar equivalent of annual local currency salary at official rate reflected on most recent Form DS-1032; and
- (d) A statement that "(insert employee's name) has reached the age and length of service required for retirement in (insert name of post or country) in accordance with the mandatory separation for age established by this Mission's separation for age policy document."

In addition, a copy of the advance "Notice of Separation" letter (see 3 FAM 974.2-3) and a copy of the mission's separation for age policy document should be securely attached to the SF-2806, "Individual Retirement Record." The statement under item (d) should also be typed on the SF-2806.

The importance of close adherence to the above instructions cannot be overemphasized.

This instruction reflects a change in terminology only and does not change the criteria used by the Office of Personnel Management to determine retirement eligibility for those Foreign Service National Employees who are participants in the Civil Service Retirement and Disability System.

Revisions to the pertinent portions of 3 FAM will be issued in the near future.

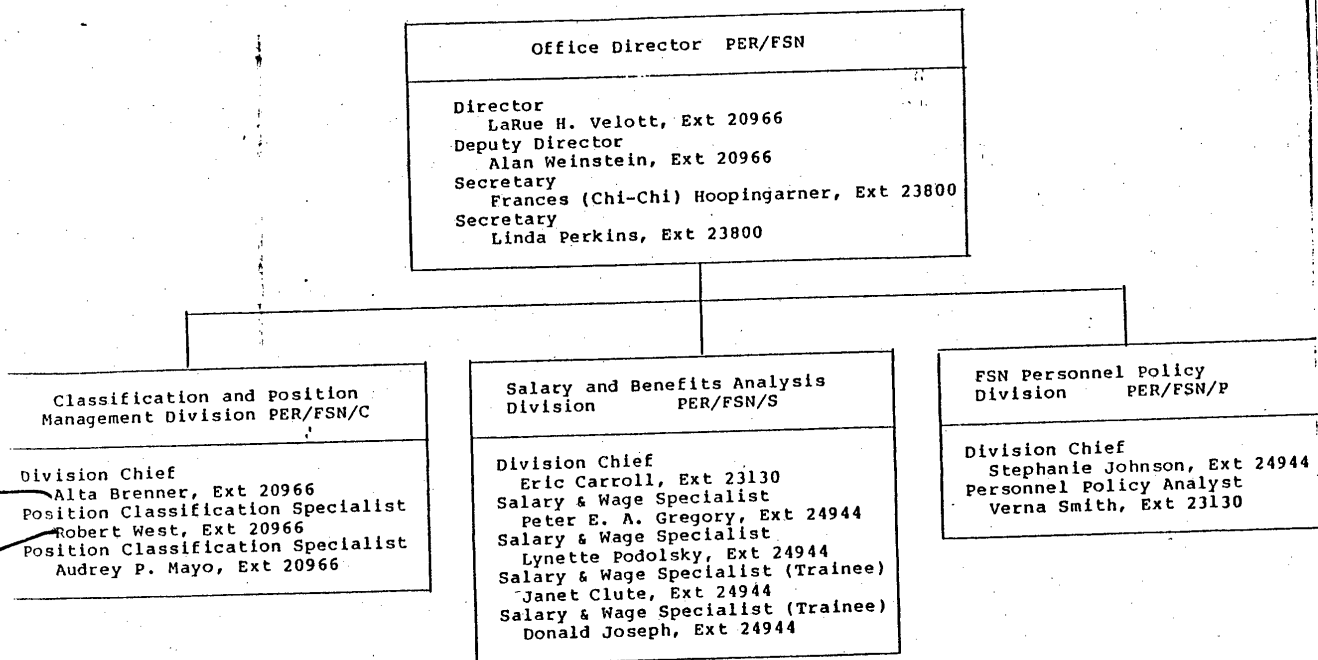
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Bureau of Personnel
Office of Foreign Service National Personnel
Organization Chart 2/9/82



R/FSN
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